

BIWEEKLY MANHOUR TIME REPORT
FOR PERIOD ENDING _____

AUDIT NO.		W/M	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL	
D I R E C T																		
	HOTLINE NO.	31																
OTHER	35																	
TOTAL DIRECT																		
I N D I R E C T	TRAINING - RECEIVED																	
	TRAINING - PROVIDED																	
	ADMIN FUNCTIONS																	
	TECHNICAL FUNCTIONS																	
	LEAVE/HOLIDAYS																	
	OTHER:																	
	REVIEWS																	
	MC PROGRAM																	
	MCA/IG TEAM ASSIGNMENT																	
	SEMI-ANNUAL REPORTS																	
TOTAL INDIRECT																		
TOTAL DIRECT/INDIRECT																		
NAME																		
SIGNATURE																		
APPROVED BY																		

See back of form for directions on work measurement (W/M) codes and TDY travel.

Direct Manhours. Each audit must be categorized according to a specific work measurement (W/M) code. NAVAUDSVC P-7511.3 provides a description of these codes. Note, W/M code 31 is used for a hotline investigation performed by an auditor and W/M code 35 (Other) is used to cover direct time that cannot be specifically identified to one of the listed functional programs.

Indirect Manhours.

prescribed for indirect hours. TDY travel incurred as a part of a specific job should be applied to that assignment and not to a separate TDY travel category.